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3 April 1969

MEMORANDUM FOR: Chief, Regulations Control Branch, SSS

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SUBJECT : Coordination Comment to [ ] Draft B.

1. At the request of the Director of Logistics the DDS in a memorandum dated 7 June 1962 established the requirement that all requests for Secure Areas be sent to the CIA Records Administration Officer and he, not the requestor, will determine whether or not any records management aspects exist for his evaluation before the request is forwarded to the Office of Security. Those requests without records considerations he is required to send to the Special Assistant DDS for review before they are forwarded to the Office of Security.

2. In order to meet this requirement and long standing operating procedure it is suggested that in Draft B of [ ] the first five words of line eight ("which have records management aspects") should be deleted. There is no need to detail in [ ] any of the internal procedures with S/A DDS for handling the two type of requests prior to sending them on to Security.

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[ ]  
CIA Records Administration Officer

Attached:

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